

## Peace Corps Kosovo New Office Search

### Public Notice

#### Seeking Office Building to Lease

Peace Corps seeks to lease a building for office use that meets the following minimum criteria listed below. Property owners or brokers should reply to this notice by emailing [KV-PCOfficeBid@peacecorps.gov](mailto:KV-PCOfficeBid@peacecorps.gov).

**Responses are due by June 20, 2021 5:00pm Kosovo Time.**

#### Locations Requirements:

Preferred locations include the Arbëria, Peyton, Lakrishte, Kalabria, Emshir, Vellusha, Velania, Ulpiana, Sunny Hill, Mahalla e Muhaxherëve neighborhoods, Pristina, Kosovo. No further than 45 minutes' walk from the central bus station, Pristina. The building should have easy access to major road arteries in Pristina.

#### Space Requirements:

Between 600 and 850 sq. meter of office/building space. With the ability to be modified to accommodate up to 20 private offices, 7 shared/open office spaces accommodating for up to 8 workstations, 8-10 bathrooms, medical unit with laboratory capacity, 4 conference rooms (25-40 person seating), 2-4 meeting rooms (10 person seating), kitchen facilities and storage room. The building should have at least 3 different access points to enter the building. The ideal building/office space should include outdoor space that can hold up to 70 people and parking for up to 15 vehicles above ground.

#### Other Requirements:

The building/office space should have capacity to accommodate modifications or upgrades to include:

- (1) Heating (central) for up to 850m2 office space;
- (2) Central air conditioning with fan coolers;
- (3) Water capacity, approximate water tank 3000 lit capacity;
- (4) Electricity, approximate electricity usage 5000 KW per month and
- (5) Capacity to accommodate two generators, main with approximate 55kVA (45kW) capacity and alternate generator capacity of 7kVA (5.5kW).

The building/office should have the structural capacity to accommodate high-speed internet network.

The building/office space should have a minimum setback distance of at least 30 meters measured between the main road and main access to the building. The building and the compound need to have a possibility for security modifications such as installment of at least 2.75 meter wall or fence, security windows and doors, lightening/reflectors, CCTV cameras, fire alarm, intruder alarm and other security requirements.

#### Submitting Quote Directions:

All quotations must include:

- Contact name, phone and email address
- Floor plans (with sq/m detailed)
- Estimated price for 5 year contract
- Photographs (indoor and outdoor)
- Building location on Map
- Building availability date

All files must be in Word or PDF format (including pictures)

All quotes must outline responses to the minimum requirements outlined above.

All quotes should be submitted in English where possible.

Quotes will be accepted **ONLY** through EMAIL: [KV-PCOfficeBid@peacecorps.gov](mailto:KV-PCOfficeBid@peacecorps.gov)

(Do not drop any quotation packages at the Peace Corps offices)